

NEW JERSEY DEPARTMENT OF COMMUNITY AFFAIRS

JOB VACANCY POSTING

POSTING NUMBER: HR-0047

ISSUE DATE: July 11, 2016

TITLE: Community Service Officer 2

CLOSING DATE: July 25, 2016

DIVISION/UNIT: Division of Local Government Services

LOCATION: 101 South Broad Street
Trenton, NJ 08625

SALARY RANGE: P21: \$51,529.95 - \$72,953.46

POSITION(S): 1

DISTRIBUTION: Statewide

DESCRIPTION OF MAJOR DUTIES:

Under direction of a supervisory official, performs the following duties:

Provide technical assistance to municipalities, local school districts, charter school districts, counties, fire districts, library systems and various authorities on various laws and regulations to plan, develop and execute programs in areas such as Local Public Contracts Law, procurement and others as they relate to local government units.

Undertake legal and policy research pertaining to local government and matters within the purview of the Division of Local Government Services, drafting memoranda and making recommendations as necessary.

Works closely with outside professional government associations and interest groups to act as a resource on programs regarding the same laws, regulations and areas.

REQUIREMENTS:

EDUCATION:

Graduation from an accredited college or university with a Bachelor's degree.

EXPERIENCE: Two (2) years of experience providing technical assistance to local government agencies in the development of programs.

NOTE: Applicants who do not possess the required education may substitute additional experience as indicated on a year-for-year basis with one (1) year of experience being equal to thirty (30) semester hour credits.

NOTE: A Master's degree in political science, government, public administration or a related field may be substituted for the one (1) year of general experience.

LICENSE: Appointees will be required to possess a driver's license valid in NJ only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.

Please submit a resume and any required documents (licenses, certification and or transcripts) along with a letter of interest, including a phone number to:

Office of Human Resources
New Jersey Department of Community Affairs
HR#0047
101 South Broad Street
PO Box 800
Trenton, New Jersey 08625
Resumes may be e-mailed to: resumel@dca.nj.gov

NOTE: Pursuant to N.J.S.A. 52:14-7 (L. 2011, Chapter 70), also known as the "New Jersey First Act," all new public employees are required to obtain principal residence in the State of New Jersey within one (1) year of employment.

The New Jersey Department of Community Affairs is an Equal Opportunity Employer